

Role Profile

Role title: Lead Accreditation Moderator (3 days per week)

Reports to: Operations Manager

Job purpose: To ensure that BACP standards for accreditation across its accreditation schemes (individual, courses, and services) are maintained and applied.

Financial: N/A

Staff: N/A (two contract moderators)

Other: The role leads on moderation of all accredited scheme applications, including initial accreditations, renewals, and course/service changes.

Applications come from individual counsellors/psychotherapists, counselling course staff and counselling services.

The role liaises with the Lead Accreditation Assessor, Accreditation Supervisor and the Operations Manager as well as the Professional Standards team and within BACP more widely on issues related to the maintenance and development of standards.

Principal accountabilities

1. To lead on moderation of assessments across all BACP accreditation schemes
2. To co-ordinate and scrutinise any responses or decision reports formulated by members of the Accreditation Team as necessary
3. To plan, organise and deliver standardisation and training meetings, to include training on assessment against accreditation criteria for new assessors
4. To apply, maintain and review quality-assurance processes and procedures for all BACP accreditation schemes
5. To support the development of new accreditation schemes and/or CPD to ensure quality and rigour in processes

BACP Principal accountabilities

To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.

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Context

Operating environment: The service is the assessment and award of a nationally recognised quality standard. Customers for the service are individual counsellors/psychotherapists, counselling courses and counselling services. Competition comes from accreditation schemes run by other professional bodies such as UKCP and NCS and from other bodies which quality assure courses and services. These include examining bodies, other QA schemes (PQASSO, for example) insurance companies, local authorities and others.

Framework & boundaries: The role needs to be carried out to ensure BACP standards for the accreditation of individuals (initial and senior accreditations), courses and services are met and maintained. The work needs to be carried out within the context of BACP policies generally, notably BACP's accreditation criteria for the accreditation schemes, *Ethical Framework for the Counselling Professions*, Good Practice guidelines and competency standards. While the role is to ensure the work of the assessors meets and maintains the standards, this needs to be with an awareness of wider issues within BACP and the profession.

Organisation: see org chart

Relationships

Bi-monthly standardisation meetings with team. Initial and ongoing training for assessors. Other contact is mainly via email (often daily) with extra meetings arranged as needed on specific topics such as forthcoming course visits.

Contact with the contracted external moderator/s via regular weekly phone conferences, weekly emails, including moderation reports and occasional attendance at standardisation meetings.

Bi-monthly telephone standardisation with the contract team and employed assessors. Initial training in the individual accreditation schemes as required. Other contact is mainly by email relating to specific problems arising from particular applications.

Participation in monthly team meetings with other members of the Professional Standards team. Other contact is via email initiated as required.

Other contacts

Internally: Often will include liaison with the Lead Accreditation Assessor and Operations Manager on wider accreditation issues.

Externally: None

Knowledge & experience:

- Accredited membership of BACP
- Qualified counsellor or psychotherapist
- Experienced in delivering therapy, supervising case work

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- Understanding and experience of quality assurance schemes relating to individual practitioners, organisations and training courses
- Experience of delivering training workshops and presentations.
- Previous experience of further/higher education teaching and quality processes or equivalent is desirable.
- Excellent inter-personal skills and the ability to communicate at all levels
- Good level of computer literacy skills across different systems, MS Office and ability to learn and adapt to IT systems
- Oversee the team and delegate effectively to develop team members
- Work within a team and on own initiative, organising and prioritising workloads

Job challenge:

Changes in staffing or standards can be challenging. The training across the schemes needs to be thorough, the usual volume of work needs to be maintained as much as possible and the deferred or unsuccessful applicant needs to receive a high-quality report written to team standards.

Additional information

A combination of working on-site and from home will be considered for this role. The assessors all work off site and so good communication with off- and on-site staff is imperative.